

Project Startup/Closeout Report

Presented to the IT Committee August 8, 2006

Amended 12/17/2008

Project Name: Election Administration System (Central Voter File)

Agency: Secretary of State

Business Unit/Program Area: Elections Division

Project Sponsor: Al Jaeger, Secretary of State

Project Managers: Jim Silrum, Danette Odenbach

Project Objectives	Measurements	
	Met/ Not Met	Description
Unify the wide variety of systems used for election administration within the state and counties, including UOL and EMS, by adding PPEE.	Met	The PPEE system was successfully used for the June 2008 primary election by all counties and the state office.
By adding PPEE to the statewide EAS, a single, statewide Central Voter File is created.	Met	Data from the state's 53 counties were converted and brought onto the statewide system by June 1, 2007. This was ahead of the January 1, 2008 projection.
Through the statewide use of PPEE, when a voter moves from county to county, or moves back and forth between various active and non-active status values, the core voter record is retained and all activity is recorded against one record eliminating duplicate records for the same individual.	Met	Through the use of several functions within PPEE including a unique voter record number, duplicate checking and agency central interfaces the voter records are maintainable to ensure a one voter one record process.

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Training will be provided to the state and it's counties by the ES&S PPEE training team. Training methods for each end-user will include web-ex, regional in-person, and manuals including step-by-step user instructions.	Met	Initial training was completed for state users and all counties prior to going live on the PPEE system. Refresher training continues as needed.
By using the elections scheduled during the 2006 election cycle as testing environments, solid testing environments will be utilized through which any project difficulties will be identified and resolved prior to statewide implementation.	Met	Cass County and the early adopter counties used PPEE during the 2006 election cycle.
Using the elections of 2006, counties will be phased in as part of a project implementation approach, identifying early users who can test and make suggestions before the statewide implementation for the June 2008 election.	Met	

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The time between the start of the project and the June 2008 election provides ample time to complete this project on schedule.	Met	
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Schedule Objectives			
Met/ Not Met	Scheduled Completion Date	Actual Completion Date	Variance
Not Met	August 31, 2007	June 10, 2008	

Budget Objectives			
Met/ Not Met	Baseline Budget	Actual Expenditures	Variance
Not Met	\$1,523,574.00	\$1,589,286.10	4.3%

Major Scope Changes
The scope of the project remained the same throughout the process.

Lessons Learned
The major lesson learned during this project was the amount of management needed of the vendor. The delays in the project were the result on poor project management and personnel issues on the vendor side. These problems caused delays for the state in the implementation of the project. In the beginning issues were not escalated as quickly as they could have been to minimize the impact. The importance of the right personnel was also demonstrated through this project. The addition of Alexia Scott Morrison as the ES&S Project Manager and a Central Voter file staff member at NDSOS has improved the efficiency and productivity of the team over the past year.

Success Story
Jim Silrum stated it best that this was the tale of two projects. He says that during the first half of the project, the state was promised much and little was delivered. During the last half, they were promised much and much was delivered.